

The Greene School
Board of Directors MEETING MINUTES
94 John Potter Road
Unit #3
West Greenwich, RI 02817
August 8, 2012 @ 7:00pm

Call to Order

Meeting called to order at 7:10pm. Board members in attendance: Amy, Karen, Dick, Debbie, Pam, Paul, Christa, Jim. No members of the public in attendance. Certain items on this agenda were reproduced exactly as per previous emergency meeting.

Reading of the mission Statement

Approval of the July 24th emergency meeting minutes

Paul made motion to accept minutes from July 24th emergency meeting, Dick 2nd.
Unanimous approval.

Old business:

1. Outreach Committee report
 - Event on Sunday staffed by Deb, Amy and Laura
 - No other outreach activity at this time
2. Finance report
 - Anticipated auditing meeting September 6th, still awaiting financial reports from Randy.
 - No additional information to report
3. Head of School report
 - 9th grade humanities teacher search
 - staff back to work working on math instruction for 2012-2013 school year as well as longer term goals using 21st century technology, continuing work with John Denario from EL
 - Meeting at Save the Bay 7/8/12 regarding Environmental Literacy Plan and how TGS can model this plan throughout the state
 - collaboration has begun with URI to engage our TGS students with URI, and have URI help create a wall of pennants in College Career area on our campus
 - all student seats are currently filled
 - letter home to families very positive and supportive of change of location
4. Facilities report
 - a. "Unexpected occurrences with respect to north Kingstown / Davisville Elementary School lease negotiation and impact on school location(s) for 2012-2013 school year"

- b. North Kingstown School Department update, introduction of status update letter by Amy Pratt, President of the board dated 7/28/2012
- (Include minutes amy sent out to BOD for public record)
- c. School location for 2012-2013 school year
 - i. Expanded lease with gateway Health for Annex
 - Scott Dichristfero (Gateway Health) will allow us to extend lease to Annex property. Lease currently being reviewed by counsel. Work on current campus can begin as soon as new lease is approved by BOD and signed by both Gateway Health and TGS.
 - Pam made motion to allow any Officer of BOD be authorized to sign a lease substantially on the business terms presented by the Board and on the advice of counsel. Karen 2nd. Motion unanimously passed.
 - ii. Renovations of Annex and Unit #3 on short emergency notice
 - Amy authorized Gregg Duncan as to be paid \$100/day to facilitate/supervise the facilities and renovation of campus. Supervisor for this temporary position will be Amy Pratt. Facilities committee appreciates Gregg's willingness to accept this position at a rate of pay substantially below market rate. Karen made a motion to ratify Amy's authorization to hire a temporary facilities manager. Tim 2nd. Motion passed unanimously.
 - George Carpenter submitted a scope of work to complete renovations on current TGS campus. George and Gregg Duncan physically looked at scope of project, and George is willing to start on 7/8/12. The total cost for necessary renovations is \$28,900.00. No further bids were sought. Lack of comparative bids is justified due to # of calendar days until school begins. Amy has seen his work and is confident in his reasonable pricing and his superior quality of work. Take a sole source contract from George for work listed in this bid, based on the fact this is emergency work. Amy abstains from vote. Pam 2nd. Motion passed unanimously. Facilities Committee recommends this work be contracted.. Counsel legal opinion that purchasing rules do not apply as this is an emergency contract. August 15th is when school starts, therefore this work needs to be done quickly.
 - iii. Satellite facility options
 - Dee, Melissa and Amy looked at Nature Center at WAJ (no heat, electric heat would need to be installed). They also looked at Audubon Parker Woodlands Educational Barn (1700's building may not provide the heat necessary during the winter). Amy has also contacted Camp Conanicus, and has not heard back yet. No decision has been made about additional satellite facility options. BOD will continue to pursue additional satellite options.
 - d. Location for 2013-2014 academic year
 - BOD will need to decide by January whether we will pursue additional lease time on our current campus location with Gateway Health.
 - In Sept. meeting, continue discussion of possible options
 - Suggestion made to begin searching September with a new committee to visit new potential sites for the campus for the 2012-2013 school year.

5. Fundraising

- a. Grants update
 - i. Science Center/Sustainable Learning Center draft in progress
 - Did not receive John Clarke Trust grant
 - Working on Science Center grant due (Tri-Chester Dupont Corporation due September 1st). Completed educational plan workshop (Sustainable Learning Center). Asking for \$60,000.00
 - b. Auction update
 - Quidnessett Country Club
 - Discussion of ticket price
 - Possible 50/50 raffle
- 6. Governance Committee report
 - a. Need committee to review staff handbook, benefits and components
 - HOS would like updated handbook to be able to distribute to staff via electronic transmission
 - Counsel suggests a comprehensive overhaul after 2013 school year for handbooks, contracts, etc.
 - HR, legal, finance and other committee members needed to review specific portions of handbook inclusive of benefit language to review checklist of 29 items. Jen and Dick will serve on the Compensation Committee and will meet in September. Jim and Dick will look for addition members to serve on this committee.
- 7. Website Update
 - Website work is currently at programmer. Deb and Laura continue to gather text to plug into specific sections while we wait for programming to be completed.
 - Rob set up a test site on DropBox to begin an archive collection of documents

New Business:

- 1. Contract for John Potter Road facilities renovations
- See above notes
- 2. Master Planning for W. Alton Jones Project
 - a. Selection Committee members to date: Amy, Dick, Paul, Kurt Van Dexter, Jeremy Sherer, Kelly Presley. Proxy scoring by Carl Carlson.
 - Still looking for additional members who can commit to below dates. Jim is available to join committee for both meeting dates. There may also be an MBA candidate from URI to join the committee, as per Dick W.
 - b. Meetings will be at RIF in Providence on Aug. 29th 10am-1pm, and Sept. 10th from 11am-2pm
- 3. Potential hire of Guidance Counselor and staff
 - a. Discussion and potential vote
 - New hires: ELA (Kayleigh Carvalho), Guidance Counselor (Karen Fontes), Social Studies 9th and 10th grade teacher (still searching), part time ASL teacher

(still searching). Motion to extend employment opportunity to Karen Fontes as our new guidance counselor, Jim 2nd. Motion passed unanimously. Motion made by Karen to hire Kayleigh Carvalho, Paul 2nd

b. Bus drivers through First Student contract

- Previous bus driver will not be returning. First student spoke with us about using our buses and providing outsourcing drivers and all liability aspects of busing. \
- 3 components: supply bus drivers, maintain our buses, and allowing First Student to run our routes, instead of using district buses.
- Motion made that TGS outsources bus drivers for the buses that we own to First Student for the 2012-2013 school year. Pam 2nd. Motion passed unanimously.

Paul made a motion to adjourn at 8:52pm. Christa 2nd. Motion passed unanimously.

Next BOD meeting Wednesday, September 19th at 7:00pm.